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**POSITION VACANCY: Temporary Federal Benefits Clerk A32290**

**ANNOUNCEMENT: #076A**

<b>OPEN TO:</b>	<b><u>All Interested Candidates</u></b>
<b>POSITION:</b>	Federal Benefits Clerk, FSN-1425 (Position #A32290)
<b>GRADE:</b>	*FSN-6, **FP-8
<b>OPENING DATE:</b>	April 25, 2006
<b>CLOSING DATE:</b>	May 9, 2006
<b>WORK HOURS:</b>	Full Time 40 hours/week
<b>SALARY:</b>	* Ordinarily Resident FSN-6 ¥5,487,739 p.a. (Position Grade: FSN-6) ** Not-Ordinarily Resident FP-8 US\$28,183 p.a. (Position Grade: FP-8 is confirmed by Washington)
<b>LENGTH OF HIRE:</b>	Temporary position --- Ending September 30, 2006.

**PLEASE NOTE:**

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax. All applications postmarked by the closing date will be accepted.

**THE U.S. EMBASSY in Tokyo is seeking an individual for the position of Temporary Federal Benefits Clerk in the Federal Benefits Unit, Consular Section.**

**BASIC FUNCTION OF POSITION:** Under the supervision of the LES Supervisor of the Federal Benefits Unit, provides assistance for federal benefits matters (social security, veterans benefits), voting and selective service registration and notarial services. Some passport preparation duties may be assigned.

**QUALIFICATIONS REQUIRED:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

1. Education: Completion of secondary school required.
2. Prior Work Experience: A minimum of one year of extensive public contact or closely related experience such as regulatory, banking or customer service oriented job experience required.

3. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English and Level IV (Fluent) Speaking/Reading/Writing Japanese required.
4. Knowledge: Some knowledge of host country laws relating to marriage, divorce, estate and inheritance, adoption, legitimating, social insurance and banking provisions required.
5. Skills and Abilities: Must have excellent customer service skills in order to interact with the sections' American and Japanese customers.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:** Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Ordinarily resident applicants must submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. PLEASE ATTACH CERTIFICATES OF TEST SCORES OR OTHER EVIDENCE TO VERIFY YOUR ENGLISH/JAPANESE LANGUAGE PROFICIENCY.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources Office.

**SUBMIT APPLICATION TO:**

Human Resources Office  
1-10-5, Akasaka, Minato-ku,  
Tokyo 107-8420

FAX: 03-3224-5818

**DEFINITIONS:**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
2. EFM: Family Members at least 18 listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and Uniformed Service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

*CLOSING DATE FOR THIS POSITION: May 9, 2006*

The US Mission in Japan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.